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ABSTRACT

In summer 1983, a study was conducted by Johnson County Community College to assess the job prospects and manpower requirements of Kansas City area business and industry. The study sought to determine employers' perceptions of the skill levels and educational/training requirements of their employees, prospects within selected job categories, and current and anticipated use of computer technology. A sample selected from the 35,000 companies in the Kansas City area included all companies with 100 or more employees and a random sample of those having fewer than 100 employees. Based on responses from 432 companies (15% of those surveyed), study findings revealed: (1) the respondents rated basic reading, math, and writing; communications; and interpersonal skills as the most important present and future employee skills; (2) the jobs rated as having the best prospects were salesperson, data entry operator, processing technician, and computer programmer; (3) the minimum educational requirement for the vast majority of jobs was a high school diploma, while a certificate or associate's degree was required for most skilled trades and a bachelor's degree for professional positions; and (4) a majority of the responding companies used computers for bookkeeping, data processing, and records management, and 80% anticipated using computers for all routine office operations in the future. Appendices include current and projected employment summaries, and the survey instrument. (HB)

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Job Prospects and Educational/Training Requirements

of Kansas City Area Business and Industry

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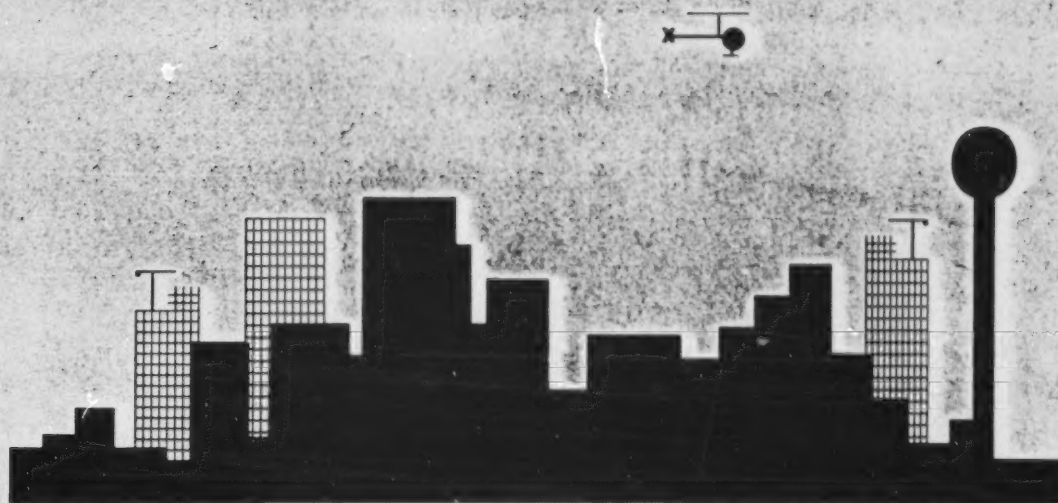
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JOB PROSPECTS AND EDUCATIONAL/TRAINING REQUIREMENTS
OF KANSAS CITY AREA BUSINESS AND INDUSTRY

This report assesses the job prospects and manpower requirements of Kansas City area business and industry. The data were obtained from a variety of sources, and the organization of this report reflects this variety.

The major analysis contained in this report is a summary of the results of a survey of over 3,000 businesses and industries in the Kansas City area during the summer of 1983. A sample was selected from the nearly 35,000 companies in the metropolitan area: all companies with 100 or more employees were included in the sample, and a random sample stratified by size was selected for companies having 100 or fewer employees. 432 companies, or approximately 15 percent of the sample, responded to the survey.

The responses of these companies to questions concerning the skill levels and educational/training requirements of their employees, prospects for selected jobs, and current and anticipated use of computer technology are summarized in the tables that follow each summary section.

In addition, data concerning current and projected employment were obtained from a variety of sources, including the U.S. Department of Commerce, Bureau of the Census; the Mid-America Regional Council (MARC); and the Missouri Occupational Information Committee. These data supplement the survey data and are detailed in the appendices that follow the main body of the report.

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Characteristics of Responding Companies

The sampling procedures used resulted in an overrepresentation of larger companies in the sample selected for the survey. This result was intended both because the responses of larger companies would represent a greater share of the total employment in the Kansas City metropolitan area and because larger companies are more likely to respond to surveys.

Table 1 provides a comparison of the size, type and location of companies that responded to the survey with the profile of all companies in the Kansas City metropolitan area.

- * As intended, larger companies were considerably overrepresented in the results of the survey. Their percentage of the responding companies was consistently greater than the percentage they represent of the Kansas City business sector.

Also, while 25 percent of all companies with more than 250 employees in the Kansas City area were represented in the results of the survey, less than one percent (0.4%) of companies with 10 or fewer employees were represented. Nonetheless, half of the respondents to the survey had 50 or fewer employees, and half had more than 50.

- * Responding companies were distributed among different types of industries.

The responding companies were overrepresentative of manufacturing, transportation/utilities/communications, wholesale trade and finance/insurance/real estate companies (which tend to be larger companies) and underrepresentative of construction and retail trade companies (which tend to be smaller).

Nearly 45 percent of the responding companies were in the finance/insurance/real estate and service sectors of the economy, approximately the same percentage that these types of companies represent in the metropolitan area.

- * The responding companies were almost exclusively located in three of the seven counties in the area surveyed: Jackson, Johnson and Wyandotte counties. Yet these are closely representative of the locations of all companies in the Kansas City area.

Thus, in important respects the companies responding to the survey represent the job market in which graduates of local high schools, colleges and training programs are likely to find jobs.

Table 1

SELECTED CHARACTERISTICS OF RESPONDING COMPANIES
AND OF ALL COMPANIES IN THE KANSAS CITY METROPOLITAN AREA

Characteristic	Companies in KC Area		Responding Companies	
	Number	Percent	Number	Percent
<u>Number of Employees</u>				
1 - 5	23,259	66.1%	34	8.0%
6 - 10	5,045	14.3	67	15.7
11 - 25	3,699	10.5	59	13.8
25 - 50	1,703	4.8	52	12.2
51 - 100	823	2.3	79	18.5
101 - 250	418	1.2	77	18.1
251 - 500	134	0.4	32	7.5
500+	101	0.3	26	6.1
Unknown	--	--	6	--
TOTAL	35,182		432	
<u>Type of Industry</u>				
Agriculture/forest/ fisheries/mining	458	1.3%	8	1.9%
Construction	2,501	7.1	12	2.8
Manufacturing	1,869	5.3	67	15.7
Transportation/ communications/utilities	1,281	3.5	35	8.2
Wholesale trade	4,011	11.4	52	12.2
Retail trade	8,259	23.5	66	12.5
Finance/insurance/real estate	3,761	10.7	59	13.8
Services	13,035	37.1	128	30.0
Unclassified/Unknown	7	--		
<u>Location</u>				
Jackson County	21,446	60.1%	257	62.5%
Johnson County	8,361	23.8	117	28.5
Wyandotte County	4,041	11.5	33	8.0
Other	1,334	3.8	4	0.2
Unknown	--	--	21	--

Companies' Perceptions of Employee Skills

Companies were asked to rate both the present and anticipated future importance of selected employee skills and to indicate their level of satisfaction with the educational level of their present employees.

Tables 2 and 3 detail the results.

- * Companies overwhelmingly rated basic reading, writing and math; communications; and interpersonal skills above more technical skills both in present and future importance. The ranking of these was virtually identical for both present and future importance.

In order, they ranked the importance of the listed skills as follows:

<u>Rank</u>	<u>Skill</u>
1st	Basic reading, writing, math
2nd	Communications
3rd	Interpersonal
4th	Job-related technical
5th	Problem-solving
6th	General education
7th	Computer

- * However, the companies rated all seven categories of skills as either "important" or "very important."
- * Nearly 90 percent of the companies responding rated the educational level of their current employees as satisfactory or better.

Table 2

COMPANIES' RATINGS OF
PRESENT AND FUTURE IMPORTANCE OF JOB SKILLS

Skill	Very Important	Important	No Opinion	Unimportant	Very Unimportant	Mean*
Basic reading, writing and math skills						
Present importance	65.4%	30.4%	0.7%	0.5%	3.1%	4.55
Future importance	72.1	24.6	0.7	0.0	2.6	4.64
Communications skills						
Present importance	62.8	31.8	2.1	0.7	2.6	4.52
Future importance	71.9	24.3	1.2	0.7	1.9	4.64
Job-related technical skills						
Present importance	38.5	47.8	7.8	4.1	2.4	4.16
Future importance	49.5	37.3	7.6	3.4	2.2	4.29
General education						
Present importance	22.3	64.6	9.5	1.7	1.9	4.04
Future importance	29.5	58.6	8.6	1.7	1.7	4.13
Computer skills						
Present importance	11.3	48.3	11.1	23.3	6.0	3.30
Future importance	43.5	35.8	7.7	9.1	3.8	4.06
Interpersonal skills						
Present importance	40.8	44.8	8.5	4.5	1.4	4.19
Future importance	47.8	39.4	7.7	3.8	1.2	4.29
Problem solving skills						
Present importance	32.2	53.9	5.8	4.9	1.9	4.06
Future importance	44.7	45.6	5.2	3.1	1.4	4.29

*Calculated on a scale from 1 - 5 (very important = 5; very unimportant = 1).

Table 3

COMPANIES' LEVEL OF SATISFACTION
WITH EMPLOYEE EDUCATION

Level of Satisfaction	Number	Percent
Very Satisfied	57	15.1%
Satisfied	280	74.3
No opinion	2	0.5
Dissatisfied	34	9.0
Very Dissatisfied	4	1.1

Prospects for Selected Jobs

Companies were asked to rate the job prospects for 37 generic job titles grouped in 11 job categories.

Detailed results of these ratings are contained in Tables 4 and 5. Tables 6 and 7 contain these results for companies located in Johnson, Wyandotte and Jackson counties, as well as a summary for the Kansas City metropolitan area.

- * The types of jobs in which the greatest number and percent of companies indicated that they employed persons were secretarial and other clerical positions, middle and other levels of managers, salespersons, lower-level data processing positions, and accountants.
- * In general, the responding companies were cautious in assessing job prospects in the near and foreseeable future. On a scale of 1 to 5, with 1 being "poor" and 5 being "excellent," ratings of prospects for nearly all listed jobs ranged between 2.5 and 3.5, where a rating of 3.0 indicated "average" prospects.
- * However, prospects for some jobs were considerably higher than those for others. Using average rating scores to indicate rank, the following jobs were rated as having the best prospects among all companies responding to the survey:

<u>Rank</u>	<u>Job</u>	<u>Mean Score</u>
1st	Salesperson	3.40
2nd	Data entry operators	3.16
3rd	Word processing technicians	3.09
4th	Computer programmers	3.09
5th	Middle Managers	3.09
6th	Computer operators	3.06
7th	Secretaries	3.03
8th	Systems analysts	3.02

- * Both in terms of the number of companies employing persons in these jobs and in terms of their ratings of job prospects, the greatest employment opportunities appear to be in the following types of positions:

- secretarial and clerical positions
- data processing positions
- sales and marketing positions
- management positions

Other selected jobs for which there may be opportunities for employment include accountant, engineer, customer service representative and electronic technician.

Table 4
NUMBER OF COMPANIES RATING JOB PROSPECTS
FOR SELECTED JOBS

Job	Job Prospects						Mean Rating	Number of Responses
	Excellent	Above Average	Average	Below Average	Poor	N/A		
Maintenance:								
Mechanics	16	26	102	50	26	140	2.72	370
Skilled trades	19	30	92	43	38	145	2.77	367
Operatives:								
Equipment operators	18	16	94	30	37	166	2.73	361
Assemblyline workers	11	18	52	26	36	206	2.59	349
General laborers	8	20	83	39	39	171	2.57	360
Clerical Workers:								
Secretaries	34	69	181	57	35	28	3.03	404
Word processors	32	63	110	45	28	94	3.09	372
Bookkeepers	22	52	166	60	28	55	2.94	383
Clerks	22	51	168	46	26	65	2.99	378
Tellers	5	19	47	25	28	217	2.58	341
Technicians:								
Electronic technicians	18	33	32	20	31	216	2.90	350
Drafting technicians	5	27	42	18	32	228	2.64	352
Equipment repair technicians	14	32	66	21	31	193	2.86	357
Data Processing:								
Data entry	31	70	108	35	27	100	3.16	371
Computer operators	26	54	98	28	32	126	3.06	364
Programmers	31	46	60	22	34	165	3.09	358
Systems analysts	26	40	48	19	35	188	3.02	356
Systems programmers	30	30	42	21	36	194	2.98	353
Health Care Workers:								
Health care professionals	16	19	20	9	30	252	2.81	346
Health care technicians	13	15	22	9	28	256	2.72	343

Table 4

NUMBER OF COMPANIES RATING JOB PROSPECTS
FOR SELECTED JOBS
(continued)

Job	Job Prospects					N/A	Mean Rating	Number of Responses
	Excellent	Above Average	Average	Below Average	Poor			
Professionals:								
Accountants	23	58	96	41	35	112	2.97	365
Engineers	15	44	39	20	30	206	2.96	354
Educators	12	14	27	18	25	248	2.69	344
Social services	9	13	26	17	25	255	2.60	345
Advertising/Public Relations:								
Customer service reps	17	42	69	28	29	171	2.95	356
Copy writers	6	14	38	27	28	236	2.50	349
Commercial artists	7	12	31	16	34	246	2.42	346
Sales/Marketing:								
Salespersons	49	73	106	22	21	100	3.40	432
Marketing consultants	18	35	48	24	31	191	2.90	347
Buyers	11	26	66	31	35	186	2.69	355
Managers:								
Foremen	24	66	128	57	30	74	2.99	379
Middle managers	36	79	113	63	29	64	3.09	384
Top managers	47	51	95	65	46	71	2.96	375
Hospitality/Food Service:								
Waiters	5	15	23	6	23	273	2.63	345
Chefs/Cooks	4	18	30	6	21	264	2.72	343
Desk clerks	2	9	28	4	23	275	2.42	341

* Calculated on a scale from 1 - 5 (poor = 1; excellent = 5). Not applicable responses were not used to calculate the mean.

Table 5

PERCENT OF COMPANIES RATING JOB PROSPECTS
FOR SELECTED JOBS

Job	Job Prospects						Mean* Rating	Number of Responses
	Excellent	Above Average	Average	Below Average	Poor	N/A		
Maintenance:								
Mechanics	4.3%	7.0%	27.6%	13.5%	9.7%	37.9%	2.72	370
Skilled trades	5.2	8.2	25.1	11.7	10.4	39.5	2.77	367
Operatives:								
Equipment operators	5.0	4.0	26.0	8.3	10.2	46.0	2.73	361
Assemblyline workers	3.2	5.2	14.9	7.4	10.3	59.0	2.59	349
General laborers	2.2	5.6	23.1	10.8	10.8	47.5	2.57	360
Clerical Workers:								
Secretaries	8.4	17.1	44.8	14.1	8.7	6.9	3.03	404
Word processors	8.6	16.9	29.6	12.1	7.5	25.3	3.09	372
Bookkeepers	5.7	13.6	43.3	15.7	7.3	14.4	2.94	383
Clerks	5.8	13.5	44.4	12.2	6.9	17.2	2.99	378
Tellers	1.5	5.6	13.8	7.3	8.2	63.6	2.58	341
Technicians:								
Electronic technicians	5.1	9.4	9.1	5.7	8.9	61.8	2.90	350
Drafting technicians	1.4	7.7	11.9	5.1	9.1	64.8	2.64	352
Equipment repair technicians	3.9	9.0	18.5	5.9	8.7	54.0	2.86	357
Data Processing:								
Data entry	8.4	18.9	29.1	9.4	7.3	27.0	3.16	371
Computer operators	7.1	14.8	26.9	7.7	8.8	34.6	3.06	364
Programmers	8.7	12.8	16.8	6.1	9.5	46.1	3.09	358
Systems analysts	7.3	11.2	13.5	5.3	9.8	52.8	3.02	356
Systems programmers	8.5	8.5	11.9	5.9	10.2	55.0	2.98	353
Health Care Workers:								
Health care professionals	4.6	5.5	5.8	2.6	8.7	72.9	2.81	346
Health care technicians	3.8	4.4	6.4	2.6	8.2	74.7	2.72	343

Table 5

PERCENT OF COMPANIES RATING JOB PROSPECTS
FOR SELECTED JOBS
(continued)

Job	Job Prospects						Mean* Rating	Number of Responses
	Excellent	Above Average	Average	Below Average	Poor	N/A		
Professionals:								
Accountants	6.3%	15.9%	26.3%	11.2%	9.6%	30.7%	2.97	365
Engineers	4.2	12.4	11.0	5.6	8.5	58.2	2.96	354
Educators	3.5	4.1	7.8	5.2	7.3	72.1	2.69	344
Social services	2.1	3.0	6.0	3.9	5.8	59.1	2.60	345
Advertising/Public Relations:								
Customer representatives	4.8	11.8	19.4	7.9	8.1	48.1	2.95	356
Copy writers	1.7	4.0	10.9	7.7	8.0	67.6	2.50	349
Commercial artists	2.0	3.5	9.0	4.6	9.8	71.1	2.42	346
Sales/Marketing:								
Salespersons	13.2	19.7	38.6	5.9	5.7	27.0	3.40	371
Marketing consultants	5.2	10.1	13.8	6.9	8.9	55.1	2.90	347
Buyers	3.1	7.3	18.6	8.7	9.9	52.4	2.69	355
Managers:								
Foremen	6.3	17.4	33.8	15.0	7.9	19.5	2.99	379
Middle managers	9.4	20.6	29.4	16.4	7.6	16.7	3.09	384
Top managers	12.5	13.6	25.3	17.3	12.3	18.9	2.96	375
Hospitality/Food Service:								
Waiters	1.4	4.3	6.7	1.7	6.7	79.2	2.63	345
Chefs/Cooks	1.2	5.2	8.7	1.7	6.1	77.0	2.72	343
Desk clerks	0.1	2.6	8.2	1.2	6.7	80.7	2.44	341

*Calculated on a scale from 1 - 5 (poor = 1; excellent = 5). Not applicable responses were not used to calculate the mean.

Job Prospects by County

Job prospects varied significantly by county. These prospects tended to reflect the different economic bases of each county.

- * Job prospects in Johnson County reflected the service-oriented and generally white-collar make-up of its economy and workforce.

Prospects for data processing, sales and marketing, clerical and management positions were the best, and prospects for higher-level and more technical positions within these job categories were better than those for less technical positions. In addition, prospects for health care workers, both professional and technician positions, and for electronic technicians were relatively strong in Johnson County.

- * Job prospects in Wyandotte County tended to reflect its more industrial economic base.

Prospects for mechanics, skilled trades, equipment operators, assembly line workers, equipment repair technicians and foremen were above average or better, and much stronger than in other counties.

In addition, salespersons, accountants, bookkeepers, customer service representatives and lower-level computer positions were better than average.

- * Job prospects in Jackson County reflected the diversity of the county's economy.

Prospects for secretarial/word processing, data processing, sales and management positions were above average or better, as they were in the other counties. In addition, prospects for such diverse positions as waiter, accountant and engineer were also strong.

Table 6

NUMBER OF COMPANIES RATING JOB PROSPECTS FOR
SELECTED JOBS BY COUNTY

Job	Job Prospects							
	Johnson County				Wyandotte County			
	Excellent & Above Average	Average	Poor & Below Average	Mean*	Excellent & Above Average	Average	Poor & Below Average	Mean*
Maintenance:								
Mechanics	8	23	22	2.55	9	7	7	3.17
Skilled Trades	10	20	24	2.57	9	7	6	3.18
Operatives:								
Equipment operators	8	21	19	2.85	7	9	5	3.19
Assembly line workers	7	12	13	2.63	6	4	4	3.21
General laborers	8	23	21	2.60	1	9	5	2.60
Clerical Workers:								
Secretaries	28	46	25	3.00	6	14	8	2.96
Word processors	28	28	18	3.09	7	9	7	3.00
Bookkeepers	19	45	21	2.88	7	13	5	3.12
Clerks	23	37	20	3.00	3	14	7	2.83
Tellers	7	10	12	2.62	1	6	4	2.55
Technicians:								
Electronics technicians	16	6	14	2.92	3	3	4	2.40
Drafting technicians	10	10	13	2.64	1	1	3	2.40
Equipment repair technicians	16	13	14	2.86	4	9	2	3.20
Data Processing:								
Data entry	31	30	16	3.17	8	6	8	3.00
Computer operators	28	28	15	3.13	5	6	8	2.74
Programmers	22	13	11	3.30	5	5	8	2.61
Systems analysts	19	11	11	3.22	2	5	8	1.80
Systems programmers	17	10	13	3.33	3	4	7	2.43
Health Care Workers:								
Health care professionals	10	2	7	3.21	0	3	3	2.00
Health care technicians	10	1	8	3.21	0	2	3	1.80

Table 6

NUMBER OF COMPANIES RATING JOB PROSPECTS FOR
SELECTED JOBS BY COUNTY
(continued)

Job	Job Prospects							
	Johnson County				Wyandotte County			
	Excellent & Above Average	Average	Poor & Below Average	Mean*	Excellent & Above Average	Average	Poor & Below Average	Mean*
Professionals:								
Accountants	21	20	19	2.81	7	9	5	3.14
Engineers	14	13	15	2.83	4	4	6	2.71
Educators	6	7	10	2.78	1	4	3	2.50
Social Services	5	4	8	2.71	2	1	4	2.43
Advertising/Public Relations:								
Customer service reps	21	19	14	3.09	5	4	4	3.00
Copy Writers	8	7	16	2.61	1	2	2	2.60
Commercial artists	9	5	13	2.63	2	2	4	2.75
Sales/Marketing:								
Salespersons	30	31	10	3.38	8	10	2	3.25
Marketing consultants	16	11	14	3.05	3	5	4	2.75
Buyers	9	16	18	2.72	3	4	4	2.82
Managers:								
Foreman	21	34	23	2.90	6	13	6	3.00
Middle	32	29	22	3.13	7	11	6	3.00
Top	28	25	27	3.09	5	8	9	2.77
Hospitality/Food Service:								
Waiters	4	3	7	2.50	0	1	2	1.67
Chefs/cooks	5	5	6	2.75	0	1	3	2.33
Desk clerks	2	7	5	2.21	0	2	1	2.33

*Calculated on a scale from 1 - 5 (poor = 1; excellent = 5). Not applicable responses were not used to calculate the mean.

TABLE 6
NUMBER OF COMPANIES RATING JOB PROSPECTS FOR
SELECTED JOBS BY COUNTY
 (continued)

Job	Job Prospects							
	Jackson County				Kansas City SMSA			
	Excellent & Above Average	Average	Poor & Below Average	Mean*	Excellent & Above Average	Average	Poor & Below Average	Mean*
Maintenance:								
Mechanics	22	66	50	2.72	42	102	85	2.73
Skilled trades	26	62	46	2.78	49	92	80	2.77
Operatives:								
Equipment operators	16	58	39	2.66	34	94	67	2.73
Assemblyline workers	15	29	41	2.48	29	52	62	2.59
General laborers	19	25	49	2.56	28	83	78	2.57
Clerical Workers:								
Secretaries	66	105	45	3.06	103	180	92	3.03
Word processors	58	59	45	3.12	95	109	73	3.09
Bookkeepers	46	94	59	2.94	74	165	88	2.94
Clerks	44	106	42	2.89	73	167	72	2.99
Tellers	15	25	34	2.55	24	46	53	2.58
Technicians:								
Electronic technicians	28	20	29	2.91	51	32	51	2.90
Drafting technicians	18	27	31	2.62	32	42	40	2.64
Equipment repair technicians	21	39	33	2.75	46	66	52	2.86
Data Processing:								
Data entry	56	66	34	3.19	101	108	62	3.16
Computer operators	44	59	35	3.05	80	98	60	3.06
Programmers	45	38	33	3.28	77	60	56	3.09
Systems analysts	41	28	31	3.07	66	48	54	3.02
Systems programmers	36	24	33	3.01	60	42	57	2.98
Health Care Workers:								
Health care professionals	22	11	26	2.76	35	20	39	2.81
Health care technicians	15	15	23	2.62	28	22	37	2.72

TABLE 6
NUMBER OF COMPANIES RATING JOB PROSPECTS FOR
SELECTED JOBS BY COUNTY
(continued)

Job	Job Prospects							
	Jackson County				Kansas City SMSA			
	Excellent & Above Average	Average	Poor & Below Average	Mean*	Excellent & Above Average	Average	Poor & Below Average	Mean*
Professionals:								
Accountants	49	61	44	3.01	81	96	76	2.97
Engineers	37	20	26	3.07	59	39	50	2.96
Educators	17	13	27	2.67	26	27	43	2.69
Social Services	13	16	28	2.54	22	25	42	2.60
Advertising/Public Relations:								
Customer representatives	29	39	36	2.86	59	69	57	2.95
Copy writers	10	25	35	2.41	20	38	55	2.50
Commercial artists	6	20	30	2.23	19	31	50	2.42
Sales/Marketing								
Salespersons	74	59	39	3.39	122	106	43	3.40
Marketing consultants	32	27	35	2.84	53	48	55	2.90
Buyers	23	39	42	2.63	37	66	66	2.69
Managers:								
Foremen	60	70	54	3.04	90	127	87	2.99
Middle managers	71	67	56	3.12	115	113	92	3.09
Top managers	60	56	69	2.94	98	95	111	2.96
Hospitality/Food Service:								
Waiters	16	13	18	3.72	20	23	29	2.63
Chefs/Cooks	17	18	16	2.80	22	30	27	2.72
Desk clerks	9	16	16	2.49	11	28	27	2.44

Table 7

PERCENT OF COMPANIES RATING JOB PROSPECTS
FOR SELECTED JOBS BY COUNTY

Job	Job Prospects							
	Johnson County				Wyandotte County			
	Excellent & Above Average	Average	Poor & Below Average	Number of Responses	Excellent & Above Average	Average	Poor & Below Average	Number of Responses
Maintenance:								
Mechanics	15.1%	43.4%	41.5%	53	39.1%	30.4%	30.4%	23
Skilled trades	18.5	37.0	44.4	54	40.9	31.8	27.3	22
Operatives:								
Equipment operators	16.7	43.8	39.6	48	33.3	42.9	23.8	21
Assemblyline workers	21.9	37.5	40.6	32	42.9	28.6	28.6	14
General laborers	15.4	44.2	40.4	52	6.7	60.0	33.3	15
Clerical Workers:								
Secretaries	28.3	46.5	25.3	99	21.4	50.0	28.6	28
Word processors	37.8	37.8	24.3	74	30.4	39.1	30.4	23
Bookkeepers	22.4	52.9	24.7	85	28.0	52.0	20.0	25
Clerks	28.9	46.3	25.0	80	12.5	58.3	29.2	24
Tellers	24.1	34.5	41.5	29	9.1	54.5	36.4	11
Technicians:								
Electronic technicians	44.4	16.7	38.9	36	30.0	30.0	40.0	10
Drafting technicians	30.3	30.3	39.4	33	20.0	20.0	60.0	5
Equipment repair technicians	37.2	30.2	32.6	43	26.7	60.0	13.3	15
Data Processing:								
Data entry	40.3	39.0	20.8	77	36.4	27.3	36.4	22
Computer operators	39.4	39.4	21.1	71	26.3	31.6	42.1	19
Programmers	47.8	28.3	23.9	46	27.8	27.8	44.4	18
Systems analysts	46.3	26.8	26.8	41	13.3	33.3	53.3	15
Systems programmers	42.5	25.0	32.5	40	21.4	28.6	50.0	14
Health Care Workers:								
Health care professionals	52.6	10.5	36.8	19	0.0	50.0	50.0	6
Health care technicians	52.6	5.3	42.1	19	0.0	40.0	60.0	5

Table 7

PERCENT OF COMPANIES RATING JOB PROSPECTS
FOR SELECTED JOBS BY COUNTY
(continued)

Job	Job Prospects							
	Johnson County				Wyandotte County			
	Excellent & Above Average	Average	Poor & Below Average	Number of Responses	Excellent & Above Average	Average	Poor & Below Average	Number of Responses
Professionals:								
Accountants	35.0%	33.3%	31.7%	60	33.3%	42.9%	23.8%	21
Engineers	33.3	31.0	35.7	42	28.6	28.6	42.9	14
Educators	26.1	30.4	43.5	23	12.5	50.0	37.5	8
Social services	29.4	23.5	47.1	17	28.6	14.3	57.1	7
Advertising/Public Relations:								
Customer service reps	38.9	35.2	25.9	54	38.5	30.8	30.8	13
Copy writers	25.8	22.6	51.6	31	20.0	40.0	40.0	5
Commercial artists	33.3	18.5	48.1	27	25.0	25.0	50.0	8
Sales/Marketing:								
Salespersons	42.3	43.7	14.1	71	40.0	50.0	10.0	20
Marketing consultants	39.0	26.8	34.1	41	25.0	41.6	33.3	12
Buyers	20.9	37.2	41.9	43	27.3	36.4	36.4	11
Managers:								
Foremen	26.9	43.6	29.5	78	24.0	52.0	24.0	25
Middle managers	38.6	34.9	26.5	83	29.2	45.8	25.0	24
Top managers	35.0	31.3	33.4	80	22.7	36.4	40.9	22
Hospitality/Food Service:								
Walters	28.6	21.4	50.0	14	0.0	33.3	66.7	3
Chefs/Cooks	31.3	31.3	37.5	16	0.0	25.0	75.0	4
Desk clerks	14.3	50.0	35.7	14	0.0	66.7	33.1	3

PERCENT OF COMPANIES RATING JOB PROSPECTS
FOR SELECTED JOBS BY COUNTY
(continued)

Job	Job Prospects							
	Jackson County				Kansas City SMSA			
	Excellent & Above Average	Average	Poor & Below Average	Number of Responses	Excellent & Above Average	Average	Poor & Below Average	Number of Responses
Professionals:								
Accountants	31.8	39.6	28.6	154	32.0	37.9	30.0	253
Engineers	44.6	24.1	31.3	83	39.8	26.4	33.8	148
Educators	29.8	22.8	47.4	57	27.1	28.1	44.8	96
Social Services	22.8	28.1	49.1	57	24.7	28.1	47.2	89
Advertising/Public Relations:								
Customer representatives	27.9	37.5	34.6	104	31.9	37.3	30.8	185
Copy writers	14.3	35.7	50.0	70	17.7	33.6	48.7	113
Commercial artists	10.7	35.7	53.6	56	19.0	31.0	50.0	100
Sales/Marketing:								
Salespersons	45.7	36.4	24.1	162	45.0	39.1	15.9	271
Marketing consultants	34.0	28.7	37.2	94	33.9	30.8	35.3	156
Buyers	22.1	37.5	40.4	104	21.9	39.1	39.1	169
Managers:								
Foremen	32.6	38.0	29.3	184	29.6	41.8	28.6	304
Middle managers	36.6	34.5	28.9	194	35.9	35.3	28.7	320
Top managers	32.4	30.3	37.3	185	32.3	31.3	36.5	304
Hospitality/Food Service:								
Waiters	34.0	27.7	38.3	47	27.7	31.9	40.2	72
Chefs/Cooks	33.3	35.3	31.4	51	27.9	38.0	34.2	79
Desk clerks	22.0	39.0	39.0	41	16.6	42.4	40.9	66

Table 7

PERCENT OF COMPANIES RATING JOB PROSPECTS
FOR SELECTED JOBS BY COUNTY
(continued)

Job	Job Prospects							
	Jackson County				Kansas City SMSA			
	Excellent & Above Average	Average	Poor & Below Average	Number of Responses	Excellent & Above Average	Average	Poor & Below Average	Number of Responses
Maintenance:								
Mechanics	15.9%	47.8%	36.2%	138	18.4%	44.5%	37.1%	229
Skilled Trades	19.8	47.3	35.1	131	22.2	41.6	36.2	221
Operatives:								
Equipment operators	14.2	51.3	34.5	113	17.4	48.2	34.4	195
Assemblyline workers	17.6	34.1	48.2	85	20.3	36.4	43.4	143
General laborers	17.3	22.7	44.5	110	14.8	43.9	41.2	189
Clerical Workers:								
Secretaries	29.2	46.5	19.9	226	27.5	48.0	24.5	375
Word processors	35.8	36.4	27.8	162	34.3	39.4	26.3	277
Bookkeepers	23.1	47.2	29.6	199	22.6	50.5	26.9	327
Clerks	22.1	53.3	21.1	192	23.4	53.5	23.0	312
Tellers	20.3	33.8	45.9	74	19.5	37.4	43.1	123
Technicians:								
Electronic technicians	36.4	26.0	37.7	77	38.0	23.9	38.0	134
Drafting technicians	23.7	35.5	40.8	76	25.8	33.9	40.3	124
Equipment repair technicians	22.6	41.9	35.5	93	28.0	40.2	31.7	164
Data Processing:								
Data entry	35.9	42.3	21.8	156	37.2	39.9	22.9	271
Computer operators	31.9	42.8	25.4	138	33.6	41.2	25.2	238
Programmers	38.8	32.8	28.4	116	39.9	31.1	29.0	193
Systems analysts	41.0	28.0	31.0	100	39.3	28.6	32.1	168
Systems programmers	38.7	25.8	35.5	93	37.8	26.4	35.8	159
Health Care Workers:								
Health care professionals	37.3	18.6	44.1	59	37.2	21.3	41.5	94
Health care technicians	28.3	28.3	43.4	53	32.1	25.3	42.5	87

Minimum Educational Level Required for Jobs

Companies were asked to indicate the minimum level of education required of employees to hold each of the 37 generic jobs identified in the survey.

Detailed results are contained in Tables 8 and 9. Tables 10, 11, 12 and 13 identify the prospects for jobs requiring various levels of education.

- * Employers overwhelmingly indicated that a high school education was the absolute minimum required for any of the jobs listed, and many required further education to meet minimum requirements for selected jobs.
- * In general, a high school education was considered to meet minimum job requirements by the greatest number and percent of responding companies for the following types of jobs:
 - desk clerks and cooks
 - mechanics
 - operator and general laborer positions
 - most clerical positions
 - lower level data processing and management positions (i.e. data entry and foreman)
- * A certificate or associate's degree was considered the minimum educational level required for the following types of positions:
 - skilled trades
 - technicians, including electronics and health care technicians
 - computer operators

In addition, a significant number of companies indicated a certificate to be the minimum educational level required for many secretarial positions.

- * A bachelor's degree was considered the minimum education required for all professional positions--including health care professionals, for advertising and public relations positions, for sales and marketing positions, and for middle and upper management positions.

Few companies rated an advanced degree as the minimum educational level required for any of the positions listed.

NUMBER OF COMPANIES RATING MINIMUM
EDUCATIONAL LEVEL REQUIRED FOR SELECTED JOBS

Job	Minimum Educational Level Required								N/A	Number of Responses
	None	Elementary High School	Certificate	Associate's	Bachelor's	Master's	Doctorate			
Maintenance:										
Mechanics	44	14	118	85	2	1	0	0	115	379
Skilled trades	31	12	92	118	4	2	0	0	121	380
Operatives:										
Equipment operators	46	16	123	38	3	0	0	0	138	364
Assemblyline workers	52	30	84	3	0	0	0	0	182	351
General laborers	49	44	121	5	0	0	0	0	151	370
Clerical workers:										
Secretaries	11	1	236	78	53	4	0	0	26	409
Word processors	17	1	132	93	35	5	0	0	91	574
Bookkeepers	10	1	167	89	58	27	0	0	40	392
Clerks	15	4	264	32	17	4	0	0	53	389
Tellers	27	0	90	20	6	3	0	0	197	343
Technicians:										
Electronic technicians	31	1	12	66	23	9	0	0	205	347
Drafting technicians	32	1	10	46	33	12	0	0	212	346
Equipment repair technicians	31	1	38	88	17	3	0	0	174	352
Data Processing:										
Data entry	18	2	146	71	25	14	2	0	100	378
Computer operators	21	1	57	93	45	22	3	0	125	367
Programmers	23	1	5	43	41	76	9	0	167	365
Systems analysts	25	1	5	23	24	87	15	0	181	361
Systems programmers	22	1	4	14	17	70	12	0	167	307
Health Care Workers:										
Health care professionals	29	1	5	15	10	25	11	6	239	341
Health care technicians	30	1	10	25	14	8	5	0	244	338

Table 8

NUMBER OF COMPANIES RATING MINIMUM
EDUCATIONAL LEVEL REQUIRED FOR SELECTED JOBS
(continued)

Job	Minimum Educational Level Required								N/A	Number of Responses
	None	Elementary	Certificate	Bachelor's	Doctorate	N/A				
		High School	Associate's	Master's						
Professionals:										
Accountants	23	0	7	8	22	178	26	1	106	371
Engineers	26	0	5	6	2	107	11	0	196	353
Educators	26	0	6	9	1	46	16	0	233	337
Social Services	29	0	5	6	2	38	20	0	237	337
Advertising/Public Relations:										
Customer representatives	25	0	54	26	20	63	1	0	161	350
Copy writers	27	1	14	8	19	46	1	0	224	340
Commercial artists	27	1	13	12	15	34	2	1	233	338
Sales/Marketing:										
Salespersons	20	2	78	41	41	94	5	0	93	374
Marketing consultants	25	0	12	11	18	81	12	0	184	343
Buyers	26	1	37	21	38	63	2	0	170	358
Managers:										
Foremen	19	1	126	74	51	55	2	0	53	381
Middle managers	15	1	52	46	65	148	14	0	46	387
Top managers	12	0	25	25	27	196	44	5	49	383
Hospitality/Food Service:										
Waiters	36	13	28	6	0	0	0	0	257	340
Chefs/Cooks	25	9	33	11	3	1	0	0	247	339
Desk clerks	33	2	44	4	2	1	0	0	249	335

Table 9

PERCENT OF COMPANIES RATING MINIMUM
EDUCATIONAL LEVEL REQUIRED FOR SELECTED JOBS

Job	Minimum Educational Level Required								N/A	Number of Responses
	None	Elementary High School	Certificate	Associate's	Bachelor's Master's	Doctorate				
Maintenance:										
Mechanics	11.6%	3.7%	31.1%	22.4%	0.5%	0.3%	--	--	30.3%	379
Skilled trades	8.2	3.2	24.2	31.1	1.1	0.5	--	--	31.8	380
Operatives:										
Equipment operators	12.6	4.4	33.8	10.4	0.8	--	--	--	37.9	364
Assemblyline workers	14.8	8.5	23.9	0.9	--	--	--	--	51.9	351
General laborers	13.2	11.9	32.7	1.4	--	--	--	--	40.8	370
Clerical Workers:										
Secretaries	2.7	0.2	57.7	19.1	13.0	1.0	--	--	6.4	409
Word processors	4.5	0.3	35.3	24.9	9.4	1.3	--	--	24.3	374
Bookkeepers	2.6	0.3	42.6	22.7	14.8	6.9	--	--	10.2	392
Clerks	3.9	1.0	67.9	8.2	4.4	1.0	--	--	13.6	389
Tellers	7.9	--	26.2	5.0	1.7	0.9	--	--	57.4	343
Technicians:										
Electronic technicians	8.9	0.3	3.5	19.0	6.6	2.6	--	--	59.1	347
Drafting technicians	9.2	0.3	2.9	13.3	9.5	3.5	--	--	61.3	346
Equipment repair technicians	8.8	0.3	10.8	25.0	4.8	0.9	--	--	49.4	352
Data Processing:										
Data entry	4.8	0.5	38.6	18.8	6.6	3.7	0.5	--	26.5	378
Computer operators	5.7	0.3	15.5	25.3	12.3	6.0	0.8	--	34.1	367
Programmers	6.3	0.3	1.4	11.8	11.2	20.8	2.5	--	45.8	365
Systems analysts	6.9	0.3	1.4	6.4	6.6	24.1	4.2	--	50.1	361
Systems programmers	7.2	0.3	1.3	4.6	5.5	22.8	3.9	--	54.4	307
Health Care Workers:										
Health care professionals	8.5	0.3	1.5	4.4	2.9	7.3	3.2	1.0	70.1	341
Health care technicians	8.9	0.3	3.0	7.7	4.1	2.4	1.5	--	72.2	338

PERCENT OF COMPANIES RATING MINIMUM
EDUCATIONAL LEVEL REQUIRED FOR SELECTED JOBS
(continued)

Job	Minimum Educational Level Required								N/A	Number of Responses
	None	Elementary	High School	Certificate	Associate's	Bachelor's	Master's	Doctorate		
Professionals:										
Accountants	6.2%	--	1.9%	2.2%	5.9%	48.0%	7.0%	0.3%	28.5%	371
Engineers	7.4	--	1.4	1.7	0.6	30.3	3.1	--	55.5	353
Educators	7.7	--	1.8	2.7	0.3	31.6	4.7	--	69.1	337
Social Services	8.6	--	1.5	1.8	0.6	11.3	5.9	--	70.3	337
Advertising/Public Relations:										
Customer representatives	7.1	--	15.4	7.4	5.7	18.0	0.3	--	46.0	350
Copy writers	7.9	0.3	4.1	2.4	5.6	13.5	0.3	--	65.9	340
Commercial artists	8.0	0.3	3.8	3.6	4.4	10.1	0.6	0.3	68.9	338
Sales/Marketing:										
Salespersons	5.3	0.5	20.9	11.0	11.0	21.8	1.2	--	21.5	374
Marketing consultants	7.3	--	3.5	3.2	5.2	23.6	3.5	--	53.6	343
Buyers	7.3	0.3	10.3	5.9	10.6	17.6	0.6	--	47.5	358
Managers:										
Foremen	4.0	0.3	33.1	19.4	13.4	14.4	0.5	--	13.9	381
Middle managers	3.9	0.3	13.4	11.9	16.8	38.2	3.6	--	11.9	387
Top managers	3.1	--	6.5	6.5	7.0	51.2	11.5	1.3	12.8	383
Hospitality/Food Service:										
Waiters	10.6	3.8	8.2	1.8	--	--	--	--	75.6	340
Chefs/Cooks	7.3	2.7	9.7	3.2	0.9	0.3	--	--	72.9	339
Desk clerks	9.9	0.6	13.1	1.2	0.6	0.3	--	--	74.3	335

Job Prospects for Various Minimum Educational Levels

The responses to the survey were analyzed to indicate the prospects for jobs according to the minimum educational level required. Tables 10, 11 and 12 indicate the prospects for only those jobs which companies indicated a high school education, a certificate or associate's degree, or a bachelor's degree was required. The 37 job titles have been grouped into 11 job categories.

- * For job seekers with a high school education, the greatest number of jobs for which companies indicated prospects were "above average" or "excellent" were in clerical positions, data processing positions (specifically data entry operators), and managers (supervisors/foremen).

Other potential areas of employment with average or better prospects for high school graduates included maintenance, operatives, sales and hospitality/food services.

- * For job seekers with a certificate or associate's degree, prospects were considered best in the following areas:

- health care
- data processing
- technical fields
- sales/marketing

Other positions for which those possessing a certificate or associate's degree faced average or better job prospects included some management, accounting, and several clerical positions.

- * The responding companies indicated that job seekers with bachelor's degrees would find the best prospects in data processing and computer programming and analyst positions, professional positions including health care, sales and marketing, and middle management.
- * Overall, employers indicated that job prospects were best in positions requiring more education. Only one quarter of those jobs requiring a high school education were rated as having "above average" or "excellent" prospects, while nearly 40 percent of those requiring postsecondary education (technical school, community college or 4-year college/university) were rated as having above average or better prospects.

Table 13 displays the number of jobs rated as having "excellent" or "above average" prospects by minimum level of education required by responding companies.

- * Again, the higher the educational level, the more numerous were the job prospects for professional positions, advertising and public relations, sales and marketing, and management.
- * Prospects for technical positions requiring a certificate or associate's degree, including electronic technicians, health care technicians, data processing technicians and some technical clerical positions, were also strong. In fact, overall, more positions requiring a technical school or community college education were rated as having above average prospects than those requiring a four-year college or university degree.

Table 10

JOB PROSPECTS IN COMPANIES
REQUIRING HIGH SCHOOL AS
A MINIMUM EDUCATIONAL LEVEL

Job Category	Job Prospects					
	Excellent & Above Average		Average		Below Average & Poor	
	Number ¹	Percent ²	Number ¹	Percent ²	Number ¹	Percent ²
Maintenance	42	23.6%	85	47.8%	51	28.7%
Operatives	43	15.4	143	51.1	94	33.6
Clerical Workers	193	24.4	410	51.8	189	23.9
Technicians	6	11.8	27	52.9	18	35.3
Data Processing/ Computer Personnel	66	34.6	77	40.3	48	25.1
Health Care Workers	3	23.1	5	38.5	5	38.5
Professionals	1	6.3	8	50.0	7	43.8
Advertising/Public Relations	18	25.3	34	47.9	19	26.8
Sales/Marketing	37	34.3	47	43.5	24	22.2
Managers	53	28.2	76	40.4	59	31.4
Hospitality/Food Services	27	31.0	44	50.6	16	18.4
OVERALL	489	24.8	956	48.4	530	26.8

1. The number given is the total number of the specified ratings received for specific jobs included in the job category.
2. The percent given is the percent of all ratings received for jobs in the job category.

Table 11

JOB PROSPECTS IN COMPANIES
REQUIRING AN ASSOCIATE'S DEGREE OR CERTIFICATE/LICENSURE
AS A MINIMUM EDUCATIONAL LEVEL

Job Category	Job Prospects					
	Excellent & Above Average		Average		Below Average & Poor	
	Number ¹	Percent ²	Number ¹	Percent ²	Number ¹	Percent ²
Maintenance	39	20.9%	87	46.5%	61	32.6%
Operatives	9	25.7	16	45.7	10	28.5
Clerical Workers	154	35.0	201	45.8	85	19.3
Technicians	99	42.7	82	35.3	51	22.0
Data Processing/ Computer Personnel	150	43.1	130	37.4	68	19.5
Health Care Workers	33	57.9	13	22.8	11	19.3
Professionals	22	44.9	14	28.6	13	26.5
Advertising/Public Relations	16	18.4	43	49.4	28	32.2
Sales/Marketing	62	43.4	56	39.2	25	17.5
Managers	95	37.4	102	40.2	57	22.4
Hospitality/Food Services	6	33.3	12	67.0	0	0.0
OVERALL	785	37.0	756	40.9	409	22.1

1. The number given is the total number of the specified ratings received for specific jobs included in the job category.
2. The percent given is the percent of all ratings received for jobs in the job category.

Table 12

JOB PROSPECTS IN COMPANIES
REQUIRING A BACHELOR'S DEGREE OR HIGHER
AS A MINIMUM EDUCATIONAL LEVEL

Job Category	Job Prospects					
	Excellent & Above Average		Average		Below Average & Poor	
	Number ¹	Percent ²	Number ¹	Percent ²	Number ¹	Percent ²
Maintenance	0	0.0%	0	0.0%	3	100.0%
Operatives	0	0.0	0	0.0	0	0.0
Clerical Workers	4	12.5	20	62.5	8	25.0
Technicians	12	37.5	13	40.6	7	21.8
Data Processing/ Computer Personnel	131	49.6	87	33.0	46	17.4
Health Care Workers	24	48.0	16	32.0	10	20.0
Professionals	149	38.2	147	37.7	94	24.1
Advertising/Public Relations	45	35.7	37	29.4	44	34.9
Sales/Marketing	95	42.0	74	32.7	57	25.2
Managers	137	33.3	133	32.3	142	34.5
Hospitality/Food Services	0	0.0	2	100.0	0	0.0
OVERALL	597	38.9	529	34.5	408	26.6

1. The number given is the total number of the specified ratings received for specific jobs included in the job category.
2. The percent given is the percent of all ratings received for jobs in the job category.

Table 13

JOBS RATED AS HAVING EXCELLENT OR ABOVE AVERAGE PROSPECTS
BY MINIMUM EDUCATIONAL LEVEL REQUIRED

Job Category	Minimum Educational Level					
	High School		Associate's or Certificate		Bachelor's	
	Number	Percent	Number	Percent	Number	Percent
Maintenance	42	51.9%	39	48.1%	0	0.0%
Operatives	43	82.7	9	17.3	0	0.0
Clerical Workers	193	55.0	154	43.9	4	1.1
Technicians	6	5.1	99	84.6	12	10.3
Data Processing/ Computer Personnel	66	19.0	150	43.2	131	37.8
Health Care Workers	3	5.0	33	55.0	24	40.0
Professionals	1	0.6	22	12.8	149	86.6
Advertising/Public Relations	18	22.8	16	20.3	45	57.0
Sales/Marketing	37	19.1	62	32.0	95	49.0
Managers	53	18.6	95	33.3	137	48.1
Hospitality/Food Services	27	81.8	6	18.2	0	0.0
OVERALL	489	27.6	685	38.7	597	33.7

Present and Anticipated Use of Computer Technology

Companies indicated both those business applications for which they currently used computer technology and those for which they **anticipated** introducing such technology.

Table 14 details their current and anticipated use of computers, and Table 15 indicates the applications for which the greatest increases in use can be anticipated.

- * A majority of responding companies indicated that they currently use computers for bookkeeping, data processing and records management. Nearly half indicated current use of computers for word processing and telecommunications.
- * In the near future, nearly 80 percent of the responding companies anticipated use of computers for all routine office operations, and most anticipated use for less routine applications such as financial modeling and telecommunications. Only a third of the companies anticipated use of electronic mail, though another third were uncertain concerning its future use.
- * Fewer companies indicated that they use computers for manufacturing or industrial applications--which was expected due to the relatively small proportion of such companies represented in the sample. Computer numerical control (CNC) and computer-assisted manufacturing (CAM) were the only applications employed by a substantial number of responding companies.

However, the greatest percentage of anticipated increases in computer use were for manufacturing/industrial applications. Specifically, anticipated increase in the use of industrial robots, computer-assisted design (CAD), and industrial controls were greater than 100 percent.

Table 14

PERCENT OF COMPANIES PRESENTLY USING
OR ANTICIPATING USING SELECTED COMPUTER TECHNOLOGY

Application	Usage			Number
	Yes	No	Uncertain	
Word processing				
Presently use	48.8%	46.1%	5.1%	375
Anticipated future use	71.5	16.7	11.8	372
Data Processing				
Presently use	40.3	24.5	5.2	387
Anticipated future use	80.1	11.8	8.1	356
Electronic mail				
Presently use	15.9	72.9	11.2	365
Anticipated future use	31.5	38.3	30.2	371
Telecommunications				
Presently use	46.7	45.4	7.9	381
Anticipated future use	54.2	25.8	20.0	360
Bookkeeping				
Presently use	74.2	21.7	4.1	392
Anticipated future use	84.3	8.3	7.5	362
Records management				
Presently use	60.4	34.7	4.9	386
Anticipated future use	79.5	11.9	8.6	370
Financial modeling/analysis				
Presently use	38.2	50.5	11.2	374
Anticipated future use	57.6	22.3	20.1	363
Computer assisted design (CAD)				
Presently use	6.0	79.0	15.0	366
Anticipated future use	14.2	60.9	24.9	366
Computer numerical control (CNC)				
Presently use	19.4	55.5	25.1	366
Anticipated future use	23.0	41.3	35.7	356
Computer-assisted manufacturing (CAM)				
Presently use	10.7	71.2	18.1	364
Anticipated future use	17.6	60.4	22.0	364

Table 14

PERCENT OF COMPANIES PRESENTLY USING
OR ANTICIPATING USING SELECTED COMPUTER TECHNOLOGY
(continued)

Application	Usage			Number
	Yes	No	Uncertain	
Artificial intelligence/ Industrial robots				
Presently use	1.9%	84.9%	13.2%	364
Anticipated future use	5.5	72.1	22.5	365
Industrial controls/robotics				
Presently use	3.6	83.8	12.6	365
Anticipated future use	7.6	70.0	22.3	367
Computer-integrated engineering (CIE)				
Presently use	7.4	77.9	14.7	367
Anticipated future use	11.5	65.2	23.3	365
Computer-integrated manufacturing (CIM)				
Presently use	5.2	79.5	15.3	365
Anticipated future use	9.9	67.2	22.9	363

Table 15

ANTICIPATED INCREASE IN THE USE
OF SELECTED COMPUTER TECHNOLOGY

Application	Presently Use	Anticipate Use	Percent Increase
Word processing	183	266	+45.4%
Data processing	272	285	+ 4.8%
Electronic mail	58	117	+101.7%
Telecommunications	178	195	+ 9.6%
Bookkeeping	291	305	+ 4.8%
Records management	233	294	+26.2%
Financial modeling/analysis	143	209	+46.2%
Computer-assisted design (CAD)	22	52	+136.4%
Computer numerical control (CNC)	71	82	+15.5%
Computer-assisted manufacturing (CAM)	39	64	+64.1%
Artificial intelligence (industrial robots)	7	20	+185.7%
Industrial controls (robotics)	13	28	+115.4%
Computer-integrated engineering (CIE)	27	42	+55.6%
Computer-integrated manufacturing (CIM)	19	36	+89.5%

APPENDICES

The following summarizes current and projected employment in Johnson, Jackson, and Wyandotte counties. Detailed data are contained in the tables that follow.

- * Approximately 28 percent of the people employed in the three-county area are employed in Johnson County, 58 percent in Jackson County and 14 percent in Wyandotte County.
- * The greatest increases in employment in the Kansas City area will occur in the service, finance/insurance/real estate, and government industries. Over 5,000 openings per year will be available in these industries through 1990.
- * The greatest number of people are employed in technical, sales, and administrative support occupations. Approximately 35 percent of all jobs in the Kansas City area are in these occupations.
- * Within this occupational group, the greatest number of workers are employed in administrative support occupations (secretaries, computer personnel, etc.) and in sales occupations.
- * In the next three years, the greatest number of job openings will occur in all types of secretarial/clerical occupations (6,178 per year), sales occupations (2,508 per year), and food service occupations (1,570 per year). In addition, a significant number of job openings will occur in technical, crafts, and managerial occupations.

Appendix A

INDUSTRY OF EMPLOYED PERSONS 16 YEARS AND OLDER
BY COUNTY: 1980

Industry	County			Total
	Johnson	Jackson	Wyandotte	
TOTAL EMPLOYED PERSONS	140,099	295,852	73,287	509,236
Agriculture	1,304	2,234	437	3,975
Forestry and fisheries	--	8	10	18
Mining	275	463	200	938
Construction	7,092	14,833	3,646	25,571
Manufacturing	23,770	60,982	16,709	101,461
Nondurable goods	11,077	22,438	7,764	41,279
Food and kindred products	1,477	4,119	1,594	7,190
Textile mill and finished textile products	1,066	2,195	809	4,070
Printing, publishing, and allied industries	4,381	8,439	1,982	14,802
Chemicals and allied products	2,122	3,779	1,282	7,183
Durable goods	12,693	38,544	8,945	60,182
Furniture, lumber, and wood products	610	1,167	711	2,488
Primary metal industries	520	4,378	484	5,382
Fabricated metal industries, including ordnance	1,747	7,182	966	9,895
Machinery, except electrical	2,206	5,079	1,193	8,478
Electrical machinery, equipment, and supplies	3,160	7,823	1,264	12,247
Transportation equipment	1,723	8,872	2,400	12,995
Transportation, communications, and other public utilities	11,378	26,691	9,588	47,657
Railroads	1,762	3,277	2,648	7,687
Trucking service and warehousing	2,340	6,807	2,285	11,432
Other transportation	3,012	7,748	2,108	12,868
Communications	2,883	5,034	1,067	8,984
Utilities and sanitary services	1,381	3,625	1,480	6,685
Wholesale trade	10,639	14,428	3,981	29,048
Retail trade	24,532	48,934	11,086	84,552
General merchandise stores	4,607	8,412	2,088	15,107
Food, bakery, and dairy stores	2,491	5,556	1,681	9,728
Automotive dealers and gasoline stations	2,917	5,888	1,485	10,290
Eating and drinking places	5,050	13,581	2,708	21,339

Appendix A

INDUSTRY OF EMPLOYED PERSONS 16 YEARS AND OLDER
BY COUNTY: 1980
(continued)

Industry	County			Total
	Johnson	Jackson	Wyandotte	
Finance, insurance, and real estate	13,704	21,790	4,340	39,834
Banking and credit agencies	3,340	7,132	1,812	12,284
Insurance, real estate, and other finance	10,364	14,658	2,528	27,550
Services	41,456	85,370	19,342	146,168
Business services	5,450	8,800	1,641	15,891
Repair services	1,381	4,044	1,108	6,533
Private households	358	1,845	351	2,554
Other personal services	2,427	8,279	1,831	12,537
Entertainment and recreation services	1,538	2,892	585	5,015
Professional and related services	30,302	59,510	13,826	103,638
Hospitals	6,470	17,162	4,405	28,037
Health services, except hospitals	4,352	7,753	1,789	13,894
Elementary and secondary schools and colleges	5,711	18,644	4,478	32,833
Other educational services	419	922	207	1,548
Social services, religious and membership organizations	3,325	7,413	1,801	12,539
Legal, engineering, and other professional services	6,025	7,616	1,146	14,787
Public Administration	5,949	20,117	3,948	30,014

Source: U.S. Department of Commerce, Bureau of the Census.

Appendix B

PROJECTED EMPLOYMENT
BY COUNTY AND AGGREGATED INDUSTRY

County/Year	Agriculture, Mining, Construction, TCPU, and Wholesale Trade Industry	Manufacturing Industry	Services, FIRE, and Government Industry	Retail Trade Industry
<u>Johnson</u>				
1970	17,474	9,905	24,696	12,171
1980	26,349	17,151	51,013	32,161
1990	26,911	21,970	64,677	35,942
Annual Increase 1980 - 1990	56	482	1,366	378
<u>Jackson</u>				
1970	97,730	77,881	142,862	58,729
1980	80,266	78,400	165,045	73,095
1990	83,075	82,049	193,518	74,455
Annual Increase 1980 - 1990	281	365	2,847	136
<u>Wyandotte</u>				
1970	21,571	21,554	27,720	10,414
1980	22,090	23,117	34,807	10,301
1990	25,138	23,582	46,122	12,220
Annual Increase 1980 - 1990	305	46	1,132	192
<u>Total</u>				
1970	136,775	109,340	195,278	81,314
1980	128,705	118,668	250,865	115,557
1990	135,124	127,601	304,317	122,617
Annual Increase 1980 - 1990	642	893	5,345	706

Source: Mid America Regional Council.

Appendix C

OCCUPATION OF EMPLOYED PERSONS 16 YEARS OR OLDER
BY COUNTY: 1980

Occupation	County			Total
	Johnson	Jackson	Wyandotte	
EMPLOYED PERSONS 16 YEARS AND OVER	140,099	295,850	73,287	509,236
Managerial and professional speciality occupations	47,680	65,305	11,609	124,594
Executive, administrative and managerial occupations	24,881	31,497	5,592	61,970
Officials and administrators, public administration	524	1,003	144	1,671
Management related occupations	6,667	9,159	1,526	17,352
Professional specialty occupations	22,799	33,808	6,017	62,624
Engineers and natural scientists	4,880	5,547	724	11,151
Engineers	3,228	3,801	442	7,471
Health diagnosing occupations	2,052	1,476	261	3,789
Health assessment and treating occupations	3,365	5,782	1,198	10,345
Teachers, librarians, and counselors	7,153	11,597	2,544	21,294
Teachers, elementary and secondary schools	4,911	8,837	2,040	15,788
Technical, sales, and administrative support occupations	54,241	100,416	23,321	177,978
Health technologists and technicians	1,263	3,196	720	5,179
Technologists and technicians, except health	3,505	5,840	1,259	10,604
Sales occupations	22,712	29,405	5,650	57,767
Supervisors and proprietors, sales occupations	3,008	3,865	828	7,701
Sales representatives, commodities and finance	11,122	10,262	1,398	22,782
Other sales occupations	8,582	15,278	3,424	27,284
Cashiers	1,675	4,953	1,280	7,908
Administrative support occupations, including clerical	26,761	61,975	15,692	104,428
Computer equipment operators	701	2,232	451	3,384
Secretaries, stenographers, and typists	7,993	14,379	3,728	26,100
Financial records processing occupations	3,963	7,480	1,947	13,390
Mail and message distributing occupations	865	3,782	939	5,586
Service occupations	11,376	41,294	10,083	62,753
Private household occupations	313	1,539	316	2,168
Protective service occupations	1,158	4,947	1,400	7,505
Police and firefighters	576	2,039	659	3,274
Service occupations, except protective and household	9,905	34,808	8,367	53,080
Food service occupations	4,687	14,153	3,074	21,914
Cleaning and building service occupations	1,914	10,036	2,734	14,684

Appendix C

OCCUPATION OF EMPLOYED PERSONS 16 YEARS OR OLDER
 BY COUNTY: 1980
 (continued)

Occupation	County			Total
	Johnson	Jackson	Wyandotte	
Farming, forestry, and fishing occupations	1,038	2,093	419	3,550
Farm operators and managers	358	464	87	909
Farm workers and related occupations	669	1,586	330	2,585
Precision production, craft, and repair occupations	12,438	33,327	9,673	55,438
Mechanics and repairers	3,651	10,732	3,270	17,653
Construction trades	4,358	11,254	2,827	18,439
Precision production occupations	4,383	11,278	3,536	19,197
Operators, fabricators, and laborers	13,326	53,415	18,182	84,923
Machine operators and tenders, except precision	3,186	14,263	4,636	22,085
Fabricators, assemblers, inspectors, and samplers	2,602	12,460	3,373	18,435
Transportation occupations	2,935	10,721	3,476	17,132
Motor vehicle operators	2,218	9,504	2,661	14,383
Material moving equipment operators	607	2,813	1,112	4,045
Handlers, equipment cleaners, helpers, and laborers	3,996	13,158	5,585	22,739
Construction laborers	697	1,533	520	2,750
Freight, stock, and material handlers	1,161	3,527	1,517	6,205

Source: U.S. Department of Commerce, Bureau of the Census.

Appendix D

PROJECTED ANNUAL JOB OPENINGS IN SELECTED OCCUPATIONS
BY COUNTY THROUGH 1985¹

Selected Occupations ²	Annual Job Openings			Total
	Johnson County	Jackson County	Wyandotte County	
Service Occupations:				
Food service	416	936	218	1,570
Health service	123	277	65	465
Protective Service	115	258	60	433
Clerical Occupations:				
Typists, General Clerical	744	1,674	390	2,808
Secretaries	457	1,029	239	1,725
Bookkeepers, Cashiers, Clerks, Tellers	436	981	228	1,645
Craft & Kindred Occupations:				
Construction	334	786	183	1,303
Machinists, Sheetmetal Workers	93	219	51	363
Mechanics, Repairers, Installers	117	275	64	456
Metal Workers	79	185	43	307
Vehicle Operators	162	365	85	612
Hotel/Institutional Services:	75	169	39	283
Sales Occupations:	648	1,521	339	2,508
Professional, Technical, Kindred Occupations:				
Drafting Technicians	40	90	21	151
Electrical/Electronic Technicians	139	312	73	524
Health Technicians	92	207	48	347
Nurses	152	341	79	572
Data Processing/Computer Occupations:	60	135	31	226
Managers, Officials, Proprietors:	247	554	129	930

1. Projections based on data from the Missouri Occupational Data Book (section on Kansas City SMSA), 1982, Missouri Occupational Information Coordinating Committee.

2. The occupations listed do not include all jobs within each job category. Occupations selected were those for which greatest growth was projected.

Source: Office of Institutional Research, Johnson County Community College.

Will you do us — and yourself — a favor?

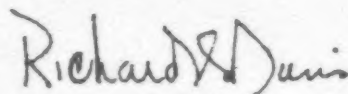
Please tell us what specific types of educational and training program for employees your company or agency needs now or may need in the future. It will be of great help if you would share your ideas with us using the enclosed survey.

You are one of a group of specially selected Johnson County companies and governmental agencies who are being invited to take part in this survey. Your participation will be a definite asset as we plan our future programs. Your responses will be kept completely confidential. However, if you would like a representative of the College to contact you about providing training services, include your name and the name of your company or agency.

This survey will take you no more than 15 minutes to complete. I have enclosed a postage-paid reply envelope for your convenience in returning the survey to us.

Many thanks for your help.

Sincerely,



Richard S. Davis
Business and Industry Liaison

P.S. If you can return the survey by December 1, you can be assured your responses will be included in the final tabulation.



Johnson County Community College
12345 College at Quivira
Overland Park, Kansas 66210

Directions: Please respond to the following questions by marking the appropriate response for each.

1) What is the status of your employee training program in the following areas? (You may check more than one response for each training area. Check all that apply.)	<u>Currently provide necessary training</u>	<u>Have some unmet training needs</u>	<u>Have no training needs</u>	<u>Need further information</u>
a. Basic reading, writing and math skills	☐	☐	☐	☐
b. Communication skills	☐	☐	☐	☐
c. Technical writing skills	☐	☐	☐	☐
d. Management/supervision skills	☐	☐	☐	☐
e. Stress management	☐	☐	☐	☐
f. Sales skills	☐	☐	☐	☐
g. Human relations skills	☐	☐	☐	☐
h. Secretarial skills, including word processing	☐	☐	☐	☐
i. Data processing skills	☐	☐	☐	☐
j. General education	☐	☐	☐	☐
k. Health, nutrition and physical education	☐	☐	☐	☐
l. Time management	☐	☐	☐	☐
m. Foreign language	☐	☐	☐	☐
n. Other specific job-related (technical) skills	☐	☐	☐	☐

(Please list: _____
_____)

2) Which of the following incentives do you provide employees for participation in training programs? (Check all that apply.)	<u>Yes</u>	<u>No</u>
a. Tuition reimbursement	☐	☐
b. Time off from work	☐	☐
c. Raises for successful completion	☐	☐
d. Opportunities for promotion	☐	☐
e. Other (Please list: _____ _____)		

Please go on to the next page ► ► ►

3) Under which of the following arrangements would you be interested in Johnson County Community College's assistance in providing training to your employees?

	<u>Very interested</u>	<u>Somewhat interested</u>	<u>Not interested</u>	<u>Need further information</u>
a. Short-term seminars or training programs	☐	☐	☐	☐
b. Courses or programs tailored to meet specific needs	☐	☐	☐	☐
c. JCCC non-credit courses or programs	☐	☐	☐	☐
d. JCCC credit courses or programs	☐	☐	☐	☐
e. On the JCCC campus	☐	☐	☐	☐
f. At the job site	☐	☐	☐	☐
g. At another JCCC facility in a different part of the county	☐	☐	☐	☐
h. At a conveniently located facility, such as a library or public school building	☐	☐	☐	☐
i. In the evening	☐	☐	☐	☐
j. During regular work hours	☐	☐	☐	☐
k. During lunch or break periods	☐	☐	☐	☐
l. Immediately after shifts	☐	☐	☐	☐
m. On weekends	☐	☐	☐	☐
n. (Please list: _____ _____)				

4) Are you aware of the following programs that provide incentives to hire and train certain new employees?

	<u>Yes</u>	<u>Need further information</u>
a. Private Industry Council	☐	☐
b. Kansas Industrial Training	☐	☐
c. Targeted Jobs Tax Credit	☐	☐

Please go on to the next page ► ► ►

5) What is the most appropriate classification for your company or agency:

- ☐ Wholesale trade
- ☐ Financial services
- ☐ Insurance
- ☐ Business services (advertising, etc.)
- ☐ Real estate
- ☐ Construction
- ☐ Retail trade
- ☐ Health services
- ☐ Hospitality services
- ☐ Social services
- ☐ Manufacturing
- ☐ Other, please specify _____

6) Approximately what is the number of employees on your payroll:

- ☐ 1 - 25
- ☐ 26 - 50
- ☐ 51 - 100
- ☐ 101 - 500
- ☐ 501 +

Optional:

Name _____

Position _____

Company or Agency _____

Address _____ ZIP _____

Telephone Number _____

Would you like a representative from Johnson County Community College to contact you concerning our possible assistance in meeting your training needs?

Yes

No

☐

☐

EDUCATIONAL AND TRAINING REQUIREMENTS OF KANSAS CITY METROPOLITAN AREA BUSINESS AND INDUSTRY

Dear Business Executive or Manager:

We in education need your advice to help us serve you and the community better.

In this changing economy, it is essential for us to know the levels of education and training that you anticipate will be required of your employees.

Please answer the following questions to the best of your ability, including responses for all of the positions that are relevant to your business. These questions should not take more than 10-15 minutes to answer.

Please return the survey by July 1, 1983, using the enclosed business response envelope. All responses are strictly confidential. If you would like a copy of the results, please request them in a separate letter and we will be happy to provide them free of charge.

Thank you for your cooperation and for your valuable time. If you have any questions write or call:

**Office of Institutional Research
Johnson County Community College
Overland Park, KS 66210
(913) 888-8500 ext. 441**



1. Zip code of your business address: _____
2. Please rate how important you think the following types of skills are to your employees' job performance **at the present time** and how important you anticipate these skills will be **in the future**, that is, in the next five years. Circle the most appropriate response to each question.

	very unimportant	unimportant	no opinion	important	very important
a. basic reading, writing and math skills					
present importance	1	2	3	4	5
future importance	1	2	3	4	5
b. communications skills					
present importance	1	2	3	4	5
future importance	1	2	3	4	5
c. specific job-related technical skills					
present importance	1	2	3	4	5
future importance	1	2	3	4	5
d. general education and knowledge					
present importance	1	2	3	4	5
future importance	1	2	3	4	5
e. computer-related skills					
present importance	1	2	3	4	5
future importance	1	2	3	4	5
f. interpersonal skills					
present importance	1	2	3	4	5
future importance	1	2	3	4	5
g. problem solving and analytical skills					
present importance	1	2	3	4	5
future importance	1	2	3	4	5

3. Please rate your overall level of satisfaction with the education and training of your present employees. Check the most appropriate answer.

- ☐ Very satisfied. Education and skills of employees meet or exceed job requirements.
- ☐ Satisfied. Education and skills of employees generally meet minimum job requirements.
- ☐ Dissatisfied. Education and skills of employees do not meet minimum job requirements.
- ☐ Very dissatisfied. Education and skills of employees are seriously deficient.
- ☐ No opinion.

4. Please indicate the minimum level of education or training required by employees in each of the following job categories in your business. Circle the most appropriate response for each category.

EDUCATIONAL LEVEL

JOB CATEGORY	none required	elementary school or equivalent	high school or equivalent	specialized training for license/certificate, etc.	associate's/2-year college degree	bachelor's/4-year college degree	master's or professional degree	doctorate or other advanced degree	not applicable/ don't know
a. Maintenance									
1. mechanics	1	2	3	4	5	6	7	8	NA
2. skilled trades	1	2	3	4	5	6	7	8	NA
b. Operatives									
1. equipment operators	1	2	3	4	5	6	7	8	NA
2. assembly line workers	1	2	3	4	5	6	7	8	NA
3. general laborers	1	2	3	4	5	6	7	8	NA
c. Clerical Workers									
1. secretaries	1	2	3	4	5	6	7	8	NA
2. word processors	1	2	3	4	5	6	7	8	NA
3. bookkeepers	1	2	3	4	5	6	7	8	NA
4. clerks	1	2	3	4	5	6	7	8	NA
5. tellers	1	2	3	4	5	6	7	8	NA
d. Technicians									
1. electronics	1	2	3	4	5	6	7	8	NA
2. drafting	1	2	3	4	5	6	7	8	NA
3. equipment repair	1	2	3	4	5	6	7	8	NA
e. Data Processing/ Computer Personnel									
1. data entry	1	2	3	4	5	6	7	8	NA
2. computer operators	1	2	3	4	5	6	7	8	NA
3. programmers	1	2	3	4	5	6	7	8	NA
4. systems analysts	1	2	3	4	5	6	7	8	NA
5. systems programmers/ troubleshooters	1	2	3	4	5	6	7	8	NA
f. Health Care Workers									
1. professionals	1	2	3	4	5	6	7	8	NA
2. technicians	1	2	3	4	5	6	7	8	NA
g. Professionals									
1. accountants	1	2	3	4	5	6	7	8	NA
2. engineers	1	2	3	4	5	6	7	8	NA
3. educators	1	2	3	4	5	6	7	8	NA
4. social services	1	2	3	4	5	6	7	8	NA
h. Advertising/ Public Relations									
1. customer representatives	1	2	3	4	5	6	7	8	NA
2. copy writers	1	2	3	4	5	6	7	8	NA
3. commercial artists	1	2	3	4	5	6	7	8	NA
i. Sales/Marketing									
1. salespersons	1	2	3	4	5	6	7	8	NA
2. marketing consultants	1	2	3	4	5	6	7	8	NA
3. buyers	1	2	3	4	5	6	7	8	NA
j. Managers									
1. foremen/supervisors	1	2	3	4	5	6	7	8	NA
2. middle managers	1	2	3	4	5	6	7	8	NA
3. top managers	1	2	3	4	5	6	7	8	NA
k. Hospitality/Food Services									
1. waiters/waitresses	1	2	3	4	5	6	7	8	NA
2. cooks/chefs/bakers	1	2	3	4	5	6	7	8	NA
3. desk clerks	1	2	3	4	5	6	7	8	NA

5. Please estimate the overall job prospects for each of the following job categories in **your business**. Consider both prospects for new positions and replacements. Circle the most appropriate response for each job category.

JOB PROSPECTS

JOB CATEGORY	poor	below average	average	above average	excellent	not applicable/ don't know
a. Maintenance						
1. mechanics	1	2	3	4	5	NA
2. skilled trades	1	2	3	4	5	NA
b. Operatives						
1. equipment operators	1	2	3	4	5	NA
2. assembly line workers	1	2	3	4	5	NA
3. general laborers	1	2	3	4	5	NA
c. Clerical Workers						
1. secretaries	1	2	3	4	5	NA
2. word processors	1	2	3	4	5	NA
3. bookkeepers	1	2	3	4	5	NA
4. clerks	1	2	3	4	5	NA
5. tellers	1	2	3	4	5	NA
d. Technicians						
1. electronics	1	2	3	4	5	NA
2. drafting	1	2	3	4	5	NA
3. equipment repair	1	2	3	4	5	NA
e. Data Processing/Computer Personnel						
1. data entry	1	2	3	4	5	NA
2. computer operators	1	2	3	4	5	NA
3. programmers	1	2	3	4	5	NA
4. systems analysts	1	2	3	4	5	NA
5. systems programmers/troubleshooters	1	2	3	4	5	NA
f. Health Care Workers						
1. professionals	1	2	3	4	5	NA
2. technicians	1	2	3	4	5	NA
g. Professionals						
1. accountants	1	2	3	4	5	NA
2. engineers	1	2	3	4	5	NA
3. educators	1	2	3	4	5	NA
4. social services	1	2	3	4	5	NA
h. Advertising/Public Relations						
1. customer representatives	1	2	3	4	5	NA
2. copy writers	1	2	3	4	5	NA
3. commercial artists	1	2	3	4	5	NA
i. Sales/Marketing						
1. salespersons	1	2	3	4	5	NA
2. marketing consultants	1	2	3	4	5	NA
3. buyers	1	2	3	4	5	NA
j. Managers						
1. foremen/supervisors	1	2	3	4	5	NA
2. middle managers	1	2	3	4	5	NA
3. top managers	1	2	3	4	5	NA
k. Hospitality/Food Services						
1. waiters/waitresses	1	2	3	4	5	NA
2. cooks/chefs/bakers	1	2	3	4	5	NA
3. desk clerks	1	2	3	4	5	NA

6. Please indicate the applications for which you **presently use** computers or related technology and the applications for which you anticipate using computers **in the future**, that is, in the next five years. Circle the most appropriate answer for each question.

COMPUTER/TECHNOLOGY APPLICATION	Yes	No	Don't Know
a. Word processing			
presently use	1	2	3
anticipated future use	1	2	3
b. Data processing			
presently use	1	2	3
anticipated future use	1	2	3
c. Electronic mail			
presently use	1	2	3
anticipated future use	1	2	3
d. Telecommunications			
presently use	1	2	3
anticipated future use	1	2	3
e. Bookkeeping (including payroll, accounts, etc.)			
presently use	1	2	3
anticipated future use	1	2	3
f. Records management			
presently use	1	2	3
anticipated future use	1	2	3
g. Financial modeling/analysis			
presently use	1	2	3
anticipated future use	1	2	3
h. Computer-assisted design/drafting (CAD)			
presently use	1	2	3
anticipated future use	1	2	3
i. Computer numerical control (CNC)			
presently use	1	2	3
anticipated future use	1	2	3
j. Computer-assisted manufacturing (CAM)			
presently use	1	2	3
anticipated future use	1	2	3
k. Artificial intelligence (industrial robots)			
presently use	1	2	3
anticipated future use	1	2	3
l. Industrial controls (robotics)			
presently use	1	2	3
anticipated future use	1	2	3
m. Computer-integrated engineering (CIE)			
presently use	1	2	3
anticipated future use	1	2	3
n. Computer-integrated manufacturing (CIM)			
presently use	1	2	3
anticipated future use	1	2	3
o. Other, please specify _____			
presently use	1	2	3
anticipated future use	1	2	3

7. Please list the computer hardware that your business currently uses for the above applications. Provide as much information as possible.

	Model (name and number)	Number of units/ work stations	Applications	Programming Languages
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
c.	_____	_____	_____	_____

Thank you very much for your cooperation in helping us plan for the future.